

CLASSIFICATION: FIRE SERVICE INSTRUCTOR - SUPERVISOR

Class Code: 4473-23

Date Established: 07-01-87

Occupational Code: 3-3-1

Date of Last Revision: 09-24-14

Exempt Status: Non-Exempt

BASIC PURPOSE: To plan and coordinate fire service training and education programs for the certification of fire service professionals at state, county and municipal levels.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Researches and develops fire service training programs according to established agency training guidelines.
- Instructs fire service recruits and personnel in fire fighting and rescue methods and sciences.
- Coordinates efforts of colleges and other education institutions in developing fire service training certification programs.
- Administers and scores fire fighter, fire instructor, and fire officer examinations in order to award certification, in specialist area.
- Maintains records of fire fighter, fire instructor, and fire officer training for certification, hiring, and promotion purposes.
- Recommends corrective measures to fire service agencies and community groups to prevent fire service problems.
- Prepares course content and instruction methods to achieve objectives of the fire service training program.

DISTINGUISHING FACTORS:

Skill: Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

Knowledge: Requires knowledge of business practices and procedures or technical training in a craft or trade, including working from detailed instructions, to apply knowledge in a variety of practical situations.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires direct supervision of other employees doing work which is related or similar to the supervisor, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

Working Conditions: Requires performing regular job functions in an environment which includes exposure to continuous physical elements or a number of disagreeable working conditions with frequent exposure to minor injuries or health hazards.

Physical Demands: Requires medium work, including continuous strenuous activities such as frequent reaching, bending, or lifting as well as performing work activities which require fine manual dexterity or coordination in operating machines or equipment.

Communication: Requires reviewing summaries and reports and making management level decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions

and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

Independent Action: Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

MINIMUM QUALIFICATIONS:

Education: Associate's degree from a recognized college or technical school with major study in fire protection or fire science. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Seven years of experience in firefighting and/or in planning and conducting professional fire and emergency services training and education programs within a fire department, state fire agency, or district fire mutual aid system, three years of which shall have been at a supervisory level. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Eligibility for New Hampshire commercial driver's license and access to transportation for use in statewide travel.

SPECIAL REQUIREMENTS:

1. Must be certified to the level of Fire and Emergency Services Instructor I.
2. Must be certified to the level of Firefighter II or equivalent.
3. Must possess any additional certifications and/or licensure deemed by the agency to be appropriate to specific Fire Service Instructor-Supervisor positions. All additional certifications and/or licensure requirements must be stated on the supplemental job description and approved by the Division of Personnel prior to posting.
4. May require travel to specific agency locations on a regular basis, as stated in the supplemental job description.
5. Must be available on nights and weekends to attend meetings, training programs and examinations.
6. May require a criminal records check and motor vehicle records check, as stated in the supplemental job description.

RECOMMENDED WORK TRAITS: Knowledge of fire fighting and rescue techniques. Considerable knowledge of modern training techniques. Skill in developing and researching training materials. Ability to develop lesson plans. Ability to instruct. Ability to communicate effectively orally and in writing. Ability to establish and maintain effective working relationships with state and other public officials. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.